Finding Employees

Desperately Seeking Susan

How many ways are there to find an employee in PPS? More than you may think.

There's: In the Next Func field: input screen you want (IGEN, etc.). ID: input employee's number. Enter.

Or: Next Func: WHO. Name: employee's last name, comma, first name (no spaces). The WHO screen comes up and it looks like everyone in the world is on it. But at least they're all names close to the name you typed. You can scroll backwards PF7 or forward PF8 to get to more names close to your selected name. Type "s" for "select" in the line next to the name you want (or better yet, just place the cursor there, no "s") and then input the screen you want in the Next Func field. Enter.

Or: Once you're in the WHO screen, Next Func: input screen you want. ID: input employee's number. Enter.

Or: Next Func: input screen you want. Name: input employee's last name, comma, first name. Enter. If the last name is unique to the campus, typing the first few letters may be enough for PPS to find the employee and pull up the screen for you. (Try it!) Not unique enough? Need the first name also? Can't remember whether it's Susan? Sue? Suzy? Type in SU. Remember to NOT type in any spaces when you type the name (QUEUE,SU).* If PPS can't figure it out then you'll land in the WHO screen anyway where you can make your choice. Type your "s" next to the employee's name and you're on your way because you've already asked for the screen you want.

* There are SOME names in PPS which contain a blank between the comma and the first name. So though leaving out a space is a sound practice, it may not work every time. Admit it, life would be dull without exceptions, wouldn't it?